

LICENSURE APPLICATION GUIDELINES

GENERAL INFORMATION FOR ALL APPLICANTS

Submit all applications for licensure in typewritten form or clearly printed, answering each question on the application as accurately as possible.

Include with the application any additional required documentation and a check or money order in the appropriate fee amount payable to the Kentucky State Treasurer.

Fees Schedule:

Application for Initial Licensure/Temporary Permit (Nonrefundable)	
Occupational Therapy Assistant	\$35.00
Occupational Therapist	\$50.00
Certification for use of	
Deep Physical Agent Modalities	\$25.00
Renewal	
Active Occupational Therapy Assistant	\$35.00
Active Occupational Therapist	\$50.00
Inactive Occupational Therapy Assistant	\$10.00
Inactive Occupational Therapist	\$10.00
Late Renewal & Reinstatement	\$50.00 plus \$25.00 late penalty
Duplicate License (Certificate)	\$10.00 – (Do not send with initial licensure)
Duplicate License (Wallet Card)	\$10.00 – (Do not send with initial licensure)
Verification Letter	\$15.00

In accordance with 201 KAR 28:140 (1)(10), it is the responsibility of the applicant and/or licensee to notify the Board of any changes in name or address in writing.

- ? Applicants should allow 30-120 days for the processing and review of their application. It is illegal to practice as an occupational therapist or occupational therapy assistant during this processing time, until receiving licensure approval from the Board.

- ? Applications will not be reviewed until all required documentation is received by the Board office. If your file is incomplete due to missing documentation, you will be notified by mail regarding the status of your file. In order to assist the staff in processing your file, do not telephone or have someone else call to obtain information on your behalf regarding the status of your application.
- ? Letters regarding the approval or denial of an application will be mailed from our office approximately one (1) week to ten (10) days following the licensure Board meeting. Due to the large volume of phone calls and requests received in the past for this information, this office will not fax these letters.
- ? In order to assist the staff in the processing of your license, do not telephone regarding the approval/denial of your application or to obtain a license number. Do not have someone else call to obtain information on your behalf. Information concerning a file will only be given to the applicant in written form. Information will not be given by telephone.
- ? Board meetings are scheduled for the third Thursday of each month. ALL APPLICATION FILES MUST BE SUBMITTED TO THE BOARD OFFICE TWO DAYS PRIOR TO THE BOARD MEETING IN ORDER TO BE CONSIDERED.
- ? All pending files (incomplete) shall be closed at the end of the license renewal period, June 30th, at which time reapplication will be necessary.

For further information regarding the Board, including its meeting schedule, a listing of current Board members, OT & OTA applications and the Laws and Regulations relating to licensure in the field of Occupational Therapy, please visit the Board's web site at:

<http://occupations.ky.gov/occupationaltherapy/index.htm>

SPECIFIC APPLICATION INSTRUCTIONS

1.) Application for Licensure – Persons Not Previously Licensed OR Permitted

Applicants must submit the following:

- A.) Appropriate application form
- B.) Appropriate fee
- C.) An official (certified) copy of their college transcript showing completion of all academic requirements.
- D.) A copy of their large NBCOT certificate.

2.) Application for Licensure – Persons Currently AND/OR Previously Licensed in Another State

Applicants must submit the following:

- A.) Appropriate application form
- B.) Appropriate fee
- C.) A current OR initial copy of their large NBCOT certificate
- D.) A completed verification form from each state in which they have had or currently hold a license.

3.) Foreign-trained Applicants - In accordance with 201 KAR 28:060, applicants for licensure as an occupational therapist or occupational therapy assistant who were trained at an educational facility in a country or nation other than the United States shall submit:

- A.) A completed "OT/L Application Form 6/2003";
- B.) A current copy of the certificate issued by the NBCOT stating that the individual met the initial requirements for certification as an OT or OTA;
- C.) The appropriate fee for licensure and;
- D.) Evidence of legal permission, as furnished by the U.S. Department of Immigration and Naturalization, for employment in the United States as documented by:
 - 1.) I-94 form;
 - 2.) Alien registration card;
 - 3.) Temporary resident card; or
 - 4.) A stamp on their passport.

4.) Application for Licensure Reinstatement

In accordance with 201 KAR 28:090 (3), applicants wishing to have their licenses reinstated must submit the following:

- A.) Payment of the late renewal fee plus a reinstatement fee
- B.) Documentation of employment from the time of termination until the present
- C.) Documentation that licensure, certification, or registration in other states is in good standing
- D.) A current OR initial copy of their large NBCOT certificate

5A.) Application for Temporary Permit – Available ONLY for applicants waiting to take OR receive results from the NBCOT Exam

Applicants must submit the following:

- A.) A completed application form for licensure as an occupational therapist or as an occupational therapy assistant.
- B.) An official verification of the completion of educational requirements and fieldwork requirements from an educational program accredited by ACOTE or its equivalent.
- C.) A completed Supervision Temporary Permit Form from a licensed occupational therapist who is currently in good standing with the board, indicating that the licensed occupational therapist shall assume responsibility for the supervision of the temporary permit applicant.
- D.) An official NBCOT *Authorization to Test* Form or its equivalent.
- E.) The appropriate fee for licensure.

A temporary permit holder who is working towards becoming licensed as an occupational therapist or occupational therapy assistant who has been unsuccessful in passing the NBCOT or equivalent certification examination shall notify the board in writing within ten (10) calendar days from receiving notification from NBCOT the he/she has failed to pass the examination on the second attempt. If the examination is available on an ongoing, on-demand basis, a temporary permit shall be valid for up to 180 days from issuance by the board.

An official (certified) copy of their college transcript showing completion of all academic requirements is sufficient for verification of completed educational and fieldwork requirements. If the transcript does not show completion of all Level II fieldwork, then copies of the AOTA FWEs must be submitted. **These must be certified transcripts from the registrar's office of the college or university attended. They cannot be stamped "Issued to Student."** Post baccalaureate certificate students must submit a letter from the Program Chair or Graduate Coordinator stating that academic work necessary for eligibility to sit for the NBCOT exam has been completed.

5B.) Status Change From Temporary to Permanent Licensure

In order for persons to change their status from Temporary Permit to Full Licensure, they must forward a copy of their large NBCOT certificate to the Board, along with an official (certified) transcript which indicates degree conferred, if not previously submitted. **An additional fee is *NOT* required.**

Continuing Competence Requirements

A licensee applying for license renewal shall complete a minimum of twelve (12) CCUs of qualified activities for maintaining continuing competence during the preceding annual renewal period.

A licensee who is issued a license for a period less than twelve (12) months shall prorate the number of CCUs to one (1) CCU for each month licensed.

An applicant for reinstatement or licensure who was previously licensed by the board and whose license has been put on inactive status, revoked, or expired for three (3) years or less from the time the application is filed shall obtain twelve (12) CCUs of qualified activities for maintaining continuing competence for each year in which the license has been in the status prior to receiving the license.

An applicant for licensure who was previously licensed by the board and whose license has lapsed for more than three (3) years shall obtain thirty-six (36) CCUs of qualified activities for maintaining continuing competence.

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